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1958 Don't Forget Etta-Kett - Etiquette Book for Lindenwood Students

Social Skills Council

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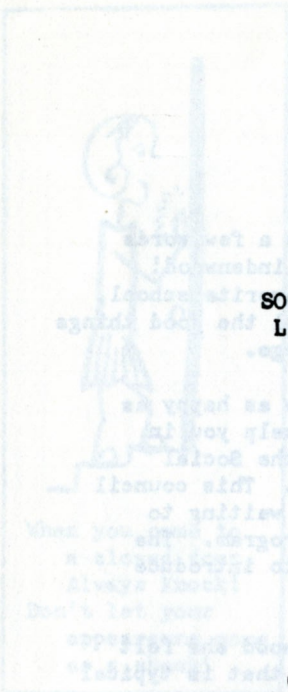
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DON'T FORGET



ETIA-KETT

STUDENT Rules AND Regulations



GETTING ACQUAINTED

"Well, this is my Best Resident."
Oh, how we cringe whenever we hear
this type of an introduction. As we
know a girl's name is not to be
mentioned in a way like this. It is
the woman's name first. For example,
"This is my Best Resident."

Prepared by SOCIAL SKILLS COUNCIL LINDENWOOD COLLEGE

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Mary Elizabeth Taylor
Mary Dee Williams
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DON'T FORGET ETTA-KETT

It is impossible to tell you in a few words all the wonderful times we have at Lindenwood! We know that after you chose your favorite school, you immediately began to dream of all the good things that you plan to experience at college.

Lindenwood girls want you to be as happy as you can be and they are anxious to help you in every way they can. You will find the Social Skills Council active on the campus. This council consists of twenty upperclass women waiting to guide you in our self-improvement program. The members of this council would like to introduce you to ETTA-KETT.

When Etta first came to Lindenwood she felt the very same sense of bewilderment that is typical of all freshmen. As we take you through a day in Etta's first week of school, we hope we may help you answer some of the questions that inevitably arise during that new and exciting period of getting acquainted with the ways of Lindenwood campus.

Peggy Green
Ann Skelton
Barbara Jane Dering
Geraldine
Fran Brown
Charlotte Kinnard
Dorothy Langridge
Gretchen Leut
Joan Meyer
Sherrill Buehler
Peggy Kowal
Carol Fisher
Gynthia Richards
Sally Geller
Mary Elizabeth Taylor
Mary Dee Williams
Annabelle Wilson
Mrs. Edna Steger, Sponsor

GETTING ACQUAINTED



When you come to
a closed door,
Always Knock!
Don't let your
appearance come
as a shock!

"Bill, this is my Head Resident." Oh, how we cringe whenever we hear this type of an introduction. As we all know when introducing a woman to a man we are to mention the woman's name first. For example, "Mrs. Green, I would like for you to meet Bill Jones." Before Etta goes out on her date, she always remembers to introduce her date to her head resident. When she was in her own home, Etta would never leave on a date without first introducing her parents.

Another important thing for Etta to remember is proper introduction of her parents to college friends. She should always mention her parent's names first.. This is an example: "Mother and Father, I would like for you to meet Mary Black. Mary, my mother and father, Mr. and Mrs. Wilson."

If Etta should happen to get her roommate a blind date, she must realize how important the introductions are. As an example: "Betty Smith, I would like to have you know Paul James."

Etta always remembers that when she introduces her date to an older couple she should mention the name of the older lady, then the older man, and then her date.

Etta knows that to introduce an administrative officer or professor correctly at a college social function she should use their title.

DRESS

Etta was happy to find that Lindenwood girls wear the same kind of clothes to class that she had always worn in high school -- skirts and sweaters or blouses and bobby socks -- never bermudas, except during final exam week.

She soon learned that bermudas and slacks can be worn on campus during the week after 6:00 and all day Saturday until dinner. Never on Sunday!

Etta, like all of us, wanted to look especially nice for guests. Occasionally we have special guests who speak to us at evening Convocations, at which time we always "dress" (heels and hose) for dinner and evening Tea, and never wear bobby socks at any time on Sunday.

The casualness of Saturdays was something to look forward to. Etta soon learned that there is a difference between casualness and sloppiness. Bermudas and slacks may be worn to the dining room on Saturday's breakfast and lunch. However, neatness is still the rule, and levis and sloppy shirts are not considered appropriate.

Bermudas and slacks may be worn to the Tea Hole every night except Sunday night. Even Etta didn't need to be told twice that pajamas (or bermudas on Sunday) under a raincoat are not permitted!



Etta knows that boys appreciate femininity in girls, so she knows that we always wear dresses or skirts on a date. Bermudas or slacks are permitted only when the occasion calls for it -- picnics, ice skating, etc.

Naturally, Etta wants to look her best both on campus and off, so when going into St. Louis on shopping trips, on job interviews, for the theater, or when traveling home by train or plane on vacations she always wears heels and hose, and a hat too. We all wear hats to church; although, they are not required for vesper services on Sunday night. When going down to St. Charles, bobby socks are all right, but never bermudas or slacks.



So Etta runs off to class - to be prompt.
She's learned that it's fun to be right,
To know and to be what a lady should be,
And to stay "on her toes" day and night.

Dating is easier, mealtimes more fun;
Introductions - just part of her day.
Her manners are polished and pleasant to see.
"A real Lindenwood Lady," they'll say

Our visit with Etta must stay for a while;
But remember she can always be found.
For on Lindenwood campus, many Etta's abide.
Their good manners show up all around.

We hope you enjoy our Lindenwood customs,
Our practices, manners, and ways.
Nine months, four years-the time that you're here,
Will be fun, well-mannered days.



CLASSES

During Etta's classes, she was happy to find all the girls sitting correctly in their chairs, not lounging on the desks next to them or propping their feet on the chairs in front of them.

Everyone had her own fountain pens, paper, books, and all other materials needed for the class that day. Of course, the girls had prepared their own work and were taking their notes in class, not planning to borrow someone else's before the "big test." Everyone was considerate of both the professor and her classmates by not taking up the time with personal problems completely unnecessary to the discussion.

Naturally, the girls gave their complete attention to the professor. No one was chewing gum, squirming in her chair, writing letters, talking to her neighbors, knitting, or doing anything else that would distract others. Even when the final bell rang and the professor continued to lecture on a few last minute things, no one started getting ready to leave until the class was dismissed. Etta was really pleased to have spent such a pleasant hour in a class.

Punctuality was another characteristic that Etta learned. She finished her assignments ahead of time so she wouldn't be late for class.



No gum in your mouth; your hair nice and straight,
And with the professors you'll surely rate!

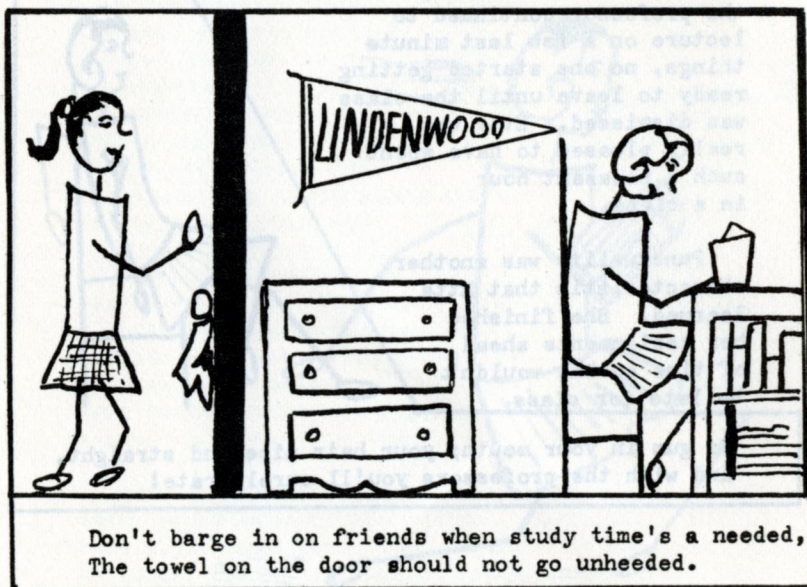
STUDYING

Etta wanted to study this afternoon, but found she continuously had visitors in her room. Remember, interfering with another person's study time is inconsiderate. When you want to study alone, place a towel across your door-knob. This is an L.C. symbol which means "DO NOT DISTURB."

Etta abided by the regulations concerning the library. She knew books on reserve were not to be taken into the Library Club Room or out of the library.

Each student was individually responsible for maintaining quiet during the stipulated hours. Etta only wished that her next-door neighbor would keep her Hi-Fi set turned low.

Etta learned quickly that it was a courteous gesture to place a towel or rubber pad under her typewriter when she was typing. The girl living below her surely did appreciate it.



CHAPEL, VESPERS, AND CONVOCATIONS

When the noon bell rang on Wednesday, Etta headed directly for Chapel. She knew the post office would be closed, as it always was at eleven-thirty on Wednesday. After she had reached the Chapel and had taken a seat, Etta filled out one of the attendance cards which was in front of her, and then she turned all her attention to the speaker.



In Chapel or Convocation we all have a hunch,
It's better to save mail till closer to lunch.

As Etta walked out and handed her card to a girl by the door, she couldn't keep from thinking about how simple things were to do right at Lindenwood. The main thing to remember was to have respect for the speaker, whether at Chapel or a Convocation. It was so nice the way everyone at Lindenwood stood up when a speaker entered and left. Another thing that pleased Etta was the fact that there was no letter reading or writing during Convocation or Chapel.

Chapel had been so interesting that Etta began to think of Sunday evening when there would be a guest speaker at Vesper Service. She had been told it would be a lot like Chapel, only longer and just a little more like a regular church service. Of course they would be dressed, too, and that would be nice. It seemed to Etta that everything was nice at Lindenwood.

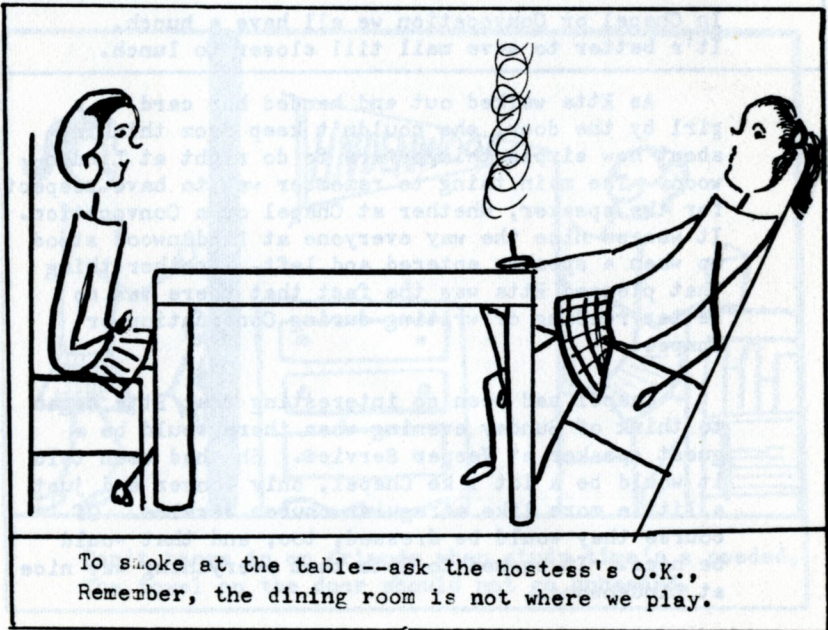
MEALS

Etta was a most observant freshman, and she caught on quickly to the rules of good manners in the dining room after only three meals. In fact, the basic ideas became clear during the first dinner. They weren't so very different from her own home.

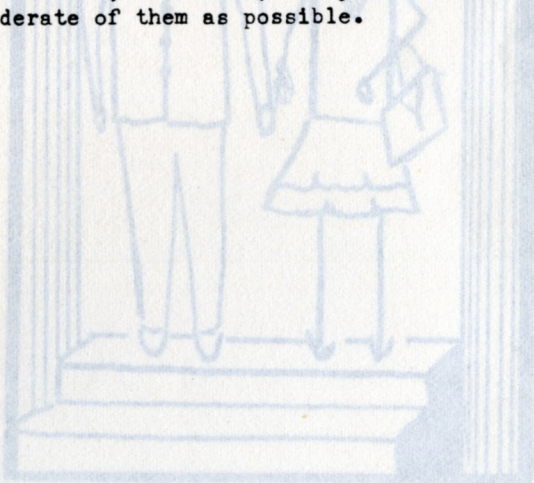
She noticed the girls dressed for the occasion, went straight to the tables without stopping to chat with others, and didn't nibble on the "goodies" until grace had been sung.

The girls had made her at ease right away by asking her to join them. Etta knew she would love Lindenwood. Everyone was so friendly and they made her feel as though they enjoyed her company.

As the meal progressed, she realized that the hostesses were not permanently assigned and that she should offer to take her turn with the rest. Knowing this, she watched closely to see how this was done. After serving the food and passing it



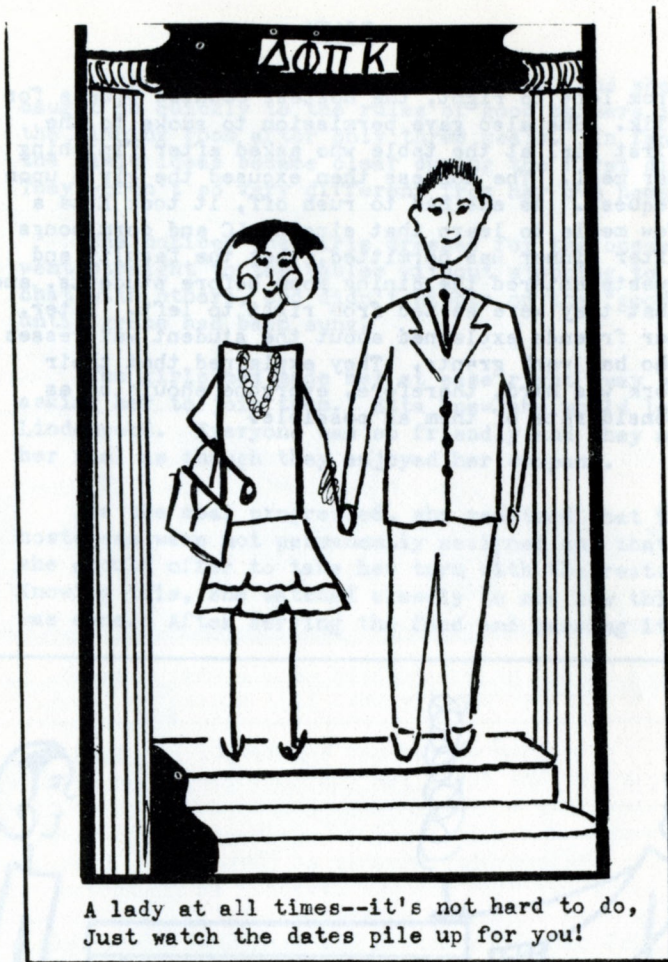
from left to right, the hostess counted orders for milk. She also gave permission to smoke to the first girl at the table who asked after finishing her meal. The hostess then excused the girls upon request. As she had to rush off, it took Etta a few meals to learn that singing LC and dorm songs after dinner was permitted, that the faculty and guests entered the dining room before students, and that they were seated from right to left. Later, her friends explained about the student waitresses who had work grants. They explained that their work was hard, therefore, everyone should be as considerate of them as possible.



A lady at all times--it's not hard to do,
Just watch the dates give up for you!

DATING

Etta was pleased to find when dating to a
fraternity party that all Lindenwood girls were
mature enough to behave with grace and discretion
by dressing properly, by being interesting, and by
not showing fear. Consequently, she found her date
ground enough of her to introduce her to his friends.
Lastly, she found that the Lindenwood girls never for-
got their college, and did not disgrace its name or
reputation among the men's colleges and universities.



DATING

Etta was pleased to find when doubling to a fraternity party that all Lindenwood girls were mature enough to behave with grace and discretion by dressing properly, by being interesting, and by not chewing gum. Consequently, she found her date proud enough of her to introduce her to his friends. Lastly, she found that the Lindenwood girls never forgot their college, and did not disgrace its name or reputation among the men's colleges and universities.

